

HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT #

10-080A

OPEN PERIOD:

3/1/2010 – 3/15/2010

JOB TITLE:

Aviation Resource
Management Specialist

PAY GRADE AND SERIES:

GS-2101-05/07/09

PAY RANGE:

\$34,881 - \$68,702

POSITION LOCATION:

Port Hueneme, CA.

UNIT:

146th AW

PDCN #: 90093000

Security Clearance Required:

Secret

APPOINTMENT TYPE: PERMANENT - DUAL STATUS

AREA OF CONSIDERATION: CURRENT CALIFORNIA NATIONAL
GUARD MEMBERS/TECHNICIAN

Military grade of E-4 through E-7.

Compatible Military Grade Assignment: AFSC 1C072.

Key Requirements:
THIS IS A PERMANENT POSITION

This position is located in the Air Operations Division of an Air National Guard Aviation Wing. Its purpose is to: plan, implement, and control all operational administrative aspects of aircrew resource management, aircrew training, aircrew incentive pay, various Air Force forms, Aviation Resource Management System (ARMS) control, ARMS interfaces, operational reports, technical guidance, and training of assigned aviation resource management personnel. This is accomplished through the: interpreting and administering of laws and regulations; directing, controlling, and monitoring the resource and training requirements of assigned rated and non rated aircrew for mission accomplishment and safety of flight; and serving as the overall ARMS database manager, analyst, and administrator for the Wing. As required, the position periodically performs Flight Services Specialist duties.

Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS authorized upon approval.

PAYMENT OF PERMANENT CHANGE OF STATION (PCS): Payment of Permanent Change of Station (PCS) IS NOT authorized, based on a determination that PCS move is not in the Government interest

SUBJECT to NIGHT and/or ROTATING SHIFTS.

Position Requires Travel: Some, 1 to 5 days per month.

QUALIFICATIONS and EVALUATION:

General: Experience, education, or training which demonstrates the applicants ability to interpret, explain, and/or apply a variety of regulations and procedures

Aviation Resource Management Specialist GS-2101-05 (Trainee): Must have 6 months of specialized experience using the ARMS (Aviation Resource Management System); experience in monitoring aircrew management changes, suspension/disqualification actions, and changes in Flying Status Codes (FAC's); experience with Quick Reaction Checklist (QRC's) when aircraft and ground emergencies occur; experience with Flight Services Specialist duties; experience which demonstrates the ability to perform dispatch duties; experience with Communications Security (COMSEC) procedures.

Aviation Resource Management Specialist GS-2101-07 (Trainee): Must have 12 months of specialized experience using the ARMS (Aviation Resource Management System); experience in monitoring aircrew management changes, suspension/disqualification actions, and changes in Flying Status Codes (FAC's); experience with Quick Reaction Checklist (QRC's) when aircraft and ground emergencies occur; experience with Flight Services Specialist duties; experience which demonstrates the ability to perform dispatch duties; experience with Communications Security (COMSEC) procedures.

Aviation Resource Management Specialist GS-2101-09: Must have 24 months of specialized experience using the ARMS (Aviation Resource Management System); experience in monitoring aircrew management changes, suspension/disqualification actions, and changes in Flying Status Codes (FAC's); experience with Quick Reaction Checklist (QRC's) when aircraft and ground emergencies occur; experience with Flight Services Specialist duties; experience which demonstrates the ability to perform dispatch duties; experience with Communications Security (COMSEC) procedures.

TRAINEE POSITION: Applicants not meeting full qualifications for the GS-09 position indicated above may be considered for GS-05 or GS-07 trainee, if qualified. Statement-of-Difference of qualification requirements for each are indicated. If appointed as trainee, the selectee may be non-competitively promoted to GS-09 upon meeting full qualifications and recommendations of supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES: The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Knowledge of ARMS to include building new records, training and flying hours input and export; quality control data in ARMS.
2. Knowledge of preparation, source documentation and disposition of aeronautical orders IAW AFIs 11-421, 11-401 and 11-402.
3. Knowledge of flight following procedures and Air Force Quick Reaction Checklists (QRC's).
4. Knowledge of daily inspections for airfields, assisting aircrews with pre-flight preparations.
5. Knowledge working with Communications Security (COMSEC) material.
6. Ability to issue, store, and destroy classified COMSEC according to the COMSEC procedures.

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

CONDITIONS OF EMPLOYMENT:

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA Air National Guard and wear appropriate military uniform and comply with required grooming standards.

HOW TO APPLY:

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment **OR** a current resume.
2. Submit any required documents (see Required Documents below).
3. Submit application package and title file "Resume" or "Application" with your first and last name to the California National Guard – HRO Office via email at: NGCAHRJOBSTECH@CA.NGB.ARMY.MIL
4. Please ensure that the Vacancy Announcement number and position title is indicated in the "subject" line of email.
5. When emailing documents, please submit them in one PDF file or Word file.

IF YOU DO NOT RECEIVE A CONFIRMATION EMAIL WITHIN 2 BUSINESS DAYS, PLEASE CONTACT THE HRO STAFFING TEAM AT (916) 854-3350

REQUIRED DOCUMENTS (Application Packet):

- OF 612, Optional Application for Federal Employment **OR** current resume (mandatory)

OPTIONAL DOCUMENT (Application Packet):

- SF 181, Ethnicity and Race Identification Form

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE

www.calguard.ca.gov/cahr and at www.opm.gov/forms/ .

APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Resumes and Applications (OF 612) must include a valid return email address.

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of consideration. The rating you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully. **Applications or resumes without a current return email will not be considered.** Errors or insufficient information may affect your rating.

ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.

VETERANS PREFERENCE DOES NOT APPLY.

All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER